**Elementary Library Meeting Notes  
May, 2012**

**Consumables**

* Collect all unused consumables and check out to patron “Unucons” (Unused, Consumables)—Consumables should NOT be part of textbook inventory
* Mark needs to update replacement costs in Destiny for the consumables (currently not the same as the policy letter)

**Destiny**

* Barcode should be staff username for all faculty *by the end of the school year*
  + Under “Edit Patron” be sure to change the **district ID**, **User Name**, and **Barcode #** to the person’s username—find out on Outlook and watch out for people who use a middle initial or a number.
  + See How To for assistance

**Lost/Damaged/Overdue**

* Please send out the survey for fair date/lost books again
* When kids have received a fine for an overdue or lost book, should we still check out new library books to them if that library book is required for school or homework?
* Make out checks for lost textbooks to IUSD; make out checks for lost library books to the specific site
  + If a student returns a lost textbook in the timeframe, how do they get a refund from IUSD? What is the procedure for them to obtain that refund, and who is the contact from the district?
* Possible consequences for lost books/overdue fines not being paid:
  + Block access to report cards on parent portal
  + Can’t get schedule
  + Can’t get yearbooks
* Lost vs. Damaged materials during check in/inventory
  + Lost materials should be marked as such while still checked out
  + If something is visibly damaged, set it to the side. When you have collected all materials, check the damaged books in one at a time, and set the fine after checking each one in. BE SURE TO PUT A NOTE about what happened to cause the damage
* To print a receipt, be sure to disable the pop up blocker for Destiny
  + In IE, go to TOOLS🡪Pop-up Blocker🡪Always allow pop-ups for this site…

**Media Tech Duties**

* Please track your hours next year. How much time is devoted to
  + Library services?
  + Textbook services?
  + Other duties

**Textbook Checkout for September, 2012**

* Textbook and consumable check out will be to individual students next year
  + Only exception: Consumables that are taken apart (K-3)
* To help keep track of books, number the spines
* Possibility for checking out textbooks to students: have them bring books up to the library as first library session; remember the standards and forming responsibility; it shouldn’t take the whole time to check out books to the students in each class.

**Textbook Collection and Inventory for 2012**

* Textbook Inventory—See How To
  + Check in all textbooks through inventory (except damaged and lost ones)
* Run inventory by grade levels
* Any un-barcoded materials should be sent to a central location at your site for barcoding
* When ordering textbooks and consumables from Mark, if there is a discrepancy between current enrollment and what is on the sheet, go with the higher numbers.